



LOUISIANA FARM RECOVERY GRANT & LOAN PROGRAM FARMER ELIGIBILITY CHECKLIST

In order to be eligible for the benefits of the Louisiana Farm Recovery Grant & Loan Program, a producer must meet the following criteria:

- Physically located in Louisiana both prior to and after the 2008 storms
- Engaged in agriculture or aquaculture production in 2008
- Filed 2006, 2007 and 2008 Federal income tax returns
- Minimum \$25,000 gross revenue in 2007
- Minimum \$10,000 damage due to the 2008 storms
- Currently engaged in production



LOUISIANA AGRIBUSINESS RECOVERY LOAN PROGRAM AGRIBUSINESS ELIGIBILITY CHECKLIST

In order to be eligible for the benefits of the Louisiana Agribusiness Recovery Loan Program, a business must meet the following criteria:

- Physically located in Louisiana both prior to and after the 2008 storms
- Engaged in support activities, products, or services directly to agricultural producers in 2008
- Must be involved in that activity with five or more producers
- Filed 2006, 2007 and 2008 Federal income tax returns
- Minimum of two full time employees pre storm
- Minimum \$25,000 gross revenue in 2007
- Minimum \$10,000 damage due to the 2008 storms
- Currently open



DOCUMENTATION CHECKLIST

FARMERS OR OTHER PRODUCERS ORGANIZED AS INDIVIDUAL

NON-INCORPORATED PROPRIETORSHIP

<u>Category</u>	<u>Required Items</u>
<input type="checkbox"/> Application <i>All required items must be present</i>	<ul style="list-style-type: none">▪ Application form, completed, signed by Owner, notarized▪ All HUD L&M Income forms▪ FSA verification authorization form▪ W-9 IRS form completed, signed and dated
<input type="checkbox"/> Proof of Identity of Owner(s) <i>Copy must be supplied</i>	<ul style="list-style-type: none">▪ Government issued photo ID
<input type="checkbox"/> Proof of Address in Louisiana <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Copy of utility bill▪ Louisiana tax returns from 2007▪ Lease agreement▪ Farm Service Administration (FSA) certification
<input type="checkbox"/> Proof Established Prior to Storms <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Federal Farm or Personal tax returns from 2007 and 2006▪ LDAF issued license (i.e. restricted use pesticide applicators license)
<input type="checkbox"/> Proof of Ownership	<ul style="list-style-type: none">▪ Tax returns with appropriate schedules
<input type="checkbox"/> Proof Annual Gross Revenue \geq \$25,000	<ul style="list-style-type: none">▪ Appropriate Federal 2006 and 2007 tax forms with all Schedules
<input type="checkbox"/> Proof of Loss \geq \$10,000 <i>Federal 2008 tax forms required plus other items as needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Insurance claim forms▪ Photos may be used to as supporting evidence only
<input type="checkbox"/> Proof of Farm currently operating <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Receipts showing recent farm related purchases▪ LAFA site visit



DOCUMENTATION CHECKLIST

FARMERS OR OTHER PRODUCERS ORGANIZED AS

PARTNERSHIPS, JOINT VENTURES, OR LIMITED LIABILITY PARTNERSHIPS

<u>Category</u>	<u>Required Items</u>
<input type="checkbox"/> Application <i>All required items must be present</i>	<ul style="list-style-type: none">▪ Application form, completed, signed by all partners $\geq 20\%$ share and notarized▪ All HUD L&M Income forms▪ FSA verification authorization form▪ W-9 IRS form completed, signed and dated
<input type="checkbox"/> Proof of Identity of Owner(s) <i>Copy must be supplied</i>	<ul style="list-style-type: none">▪ Government issued photo ID
<input type="checkbox"/> Proof of Address in Louisiana <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Copy of utility bill▪ Louisiana tax returns from 2007▪ Lease agreement▪ Farm Service Administration (FSA) certification
<input type="checkbox"/> Proof Established Prior to Storms <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Federal Farm or Partnership tax returns (1065) from 2007 and 2006▪ LDAF issued license (i.e. restricted use pesticide applicators license)
<input type="checkbox"/> Proof of Ownership	<ul style="list-style-type: none">▪ Tax returns with appropriate schedules
<input type="checkbox"/> Proof Annual Gross Revenue $\geq \$25,000$	<ul style="list-style-type: none">▪ Appropriate Federal 2006 and 2007 tax forms with all Schedules
<input type="checkbox"/> Proof of Loss $\geq \$10,000$ <i>Federal 2008 tax forms required plus other items as needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Insurance claim forms▪ Photos may be used to as supporting evidence only
<input type="checkbox"/> Proof of Farm currently operating <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Receipts showing recent farm related purchases▪ Sales tax returns since storms▪ LAFA site visit



DOCUMENTATION CHECKLIST

FARMERS OR OTHER PRODUCERS ORGANIZED AS CORPORATIONS OR LIMITED LIABILITY CORPORATIONS (LLCs)

<u>Category</u>	<u>Required Items</u>
<input type="checkbox"/> Application <i>All required items must be present</i>	<ul style="list-style-type: none">▪ Application form, completed, signed by all owner(s) $\geq 20\%$ share and notarized <i>Note: One owner may sign with Board resolution</i>▪ All HUD L&M Income forms▪ FSA verification authorization form▪ W-9 IRS form completed, signed and dated
<input type="checkbox"/> Proof of Identity of Owner(s) <i>Copy must be supplied</i>	<ul style="list-style-type: none">▪ Government issued photo ID
<input type="checkbox"/> Proof of Address in Louisiana <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Copy of utility bill▪ Louisiana tax returns from 2007▪ Lease agreement▪ Farm Service Administration (FSA) certification
<input type="checkbox"/> Proof Established Prior to Storms <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Federal Farm or Corporate tax returns from 2007 and 2006▪ LDAF issued license (i.e. restricted use pesticide applicators license)▪ "Date of Incorporation" at Louisiana Secretary of State
<input type="checkbox"/> Proof of Ownership <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Tax returns with appropriate schedules▪ Stock certificates with proof of total number of shares▪ Board resolution authorizing signature
<input type="checkbox"/> Proof Annual Gross Revenue $\geq \$25,000$	<ul style="list-style-type: none">▪ Appropriate Federal 2006 and 2007 tax forms with all Schedules
<input type="checkbox"/> Proof of Loss $\geq \$10,000$ <i>Federal 2008 tax forms required plus other items as needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Insurance claim forms▪ Photos may be used to as supporting evidence only▪ Receipts for replacement▪ Appropriate Federal 2008 tax forms with all Schedules▪ Receipts showing recent farm related purchases▪ LAFA site visit
<input type="checkbox"/> Proof of Farm currently operating <i>Only one of required items needed</i>	



DOCUMENTATION CHECKLIST

AGRIBUSINESSES ORGANIZED AS

INDIVIDUAL NON-INCORPORATED PROPRIETORSHIP

<u>Category</u>	<u>Required Items</u>
<input type="checkbox"/> Application <i>All three required items must be present</i>	<ul style="list-style-type: none">▪ Application form, completed, signed by owner▪ All HUD L&M Income forms▪ W-9 IRS form completed, signed and dated
<input type="checkbox"/> Proof of Identity of Owner(s) <i>Copy must be supplied</i>	<ul style="list-style-type: none">▪ Government issued photo ID
<input type="checkbox"/> Proof of Address in Louisiana <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Copy of utility bill▪ Louisiana tax returns from 2007▪ Lease agreement▪ Local business license
<input type="checkbox"/> Proof Established Prior to Storms <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Federal tax returns from 2007 and 2006▪ Business or Occupational License▪ LDAF issued license (i.e. restricted use pesticide applicators license)
<input type="checkbox"/> Proof of Ownership	<ul style="list-style-type: none">▪ Tax returns with appropriate schedules
<input type="checkbox"/> Proof Annual Gross Revenue \geq \$25,000	<ul style="list-style-type: none">▪ Appropriate Federal 2006 and 2007 tax forms with all Schedules
<input type="checkbox"/> Proof of Loss \geq \$10,000 <i>Federal 2008 tax forms required plus other items as needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Insurance claim forms▪ Photos may be used to as supporting evidence only▪ Receipts for replacement
<input type="checkbox"/> Proof of Business currently operating <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Receipts showing recent purchases▪ Sales tax returns since storms▪ LAFA site visit



DOCUMENTATION CHECKLIST

AGRIBUSINESSES ORGANIZED AS

PARTNETSHIPS, JOINT VENTURES, OR LIMITED LIABILITY PARTNERSHIPS

<u>Category</u>	<u>Required Items</u>
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<input type="checkbox"/> Proof of Identity of Owner(s) <i>Copy must be supplied</i>	<ul style="list-style-type: none">▪ Government issued photo ID
<input type="checkbox"/> Proof of Address in Louisiana <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Copy of utility bill▪ Louisiana tax returns from 2007▪ Lease agreement▪ Business license
<input type="checkbox"/> Proof Established Prior to Storms <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Federal Business tax returns from 2007 and 2006▪ Business or Occupational License▪ LDAF issued license (i.e. restricted use pesticide applicators license)
<input type="checkbox"/> Proof of Ownership	<ul style="list-style-type: none">▪ Tax returns with appropriate schedules
<input type="checkbox"/> Proof Annual Gross Revenue \geq \$25,000	<ul style="list-style-type: none">▪ Appropriate Federal 2006 and 2007 tax forms with all Schedules
<input type="checkbox"/> Proof of Loss \geq \$10,000 <i>Federal 2008 tax forms required plus other items as needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Insurance claim forms▪ Photos may be used to as supporting evidence only▪ Receipts for replacement
<input type="checkbox"/> Proof of Farm or Business currently operating <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Receipts showing recent purchases▪ Sales tax returns since storms▪ LAFA site visit



DOCUMENTATION CHECKLIST

AGRIBUSINESSES ORGANIZED AS

CORPORATIONS OR LIMITED LIABILITY CORPORATIONS (LLCs)

<u>Category</u>	<u>Required Items</u>
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<input type="checkbox"/> Proof of Identity of Owner(s) <i>Copy must be supplied</i>	<ul style="list-style-type: none">▪ Government issued photo ID
<input type="checkbox"/> Proof of Address in Louisiana <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Copy of utility bill▪ Louisiana tax returns from 2007▪ Lease agreement▪ Business license (if appropriate)
<input type="checkbox"/> Proof Established Prior to Storms <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Federal Farm or Business tax returns from 2007 and 2006▪ Business or Occupational License▪ LDAF issued license (i.e. restricted use pesticide applicators license)▪ "Date of Incorporation" at Louisiana Secretary of State
<input type="checkbox"/> Proof of Ownership <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Tax returns with appropriate schedules▪ Stock certificates with proof of total number of shares▪ Board resolution authorizing signature
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<input type="checkbox"/> Proof of Farm or Business currently operating <i>Only one of required items needed</i>	<ul style="list-style-type: none">▪ Appropriate Federal 2008 tax forms with all Schedules▪ Receipts showing recent purchases▪ Sales tax returns since storms▪ LAFA site visit